

PLAN TO STAY IN BUSINESS

Business Name
Address
City, State
Telephone Number / Email
The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.
Alternate Location Name
Address
City, State
Telephone Number / Email
If this location is not accessible we will operate from location below:
Alternate Location Name
Address
City, State
Telephone Number / Email
If the person is unable to manage the crisis, the person below will succeed in management
Secondary Emergency Contact
Telephone Number
Alternative Number
E-mail



If the person is unable to manage the crisis, the person below	will succeed in management:
Secondary Emergency Contact	
Telephone Number	
Alternative Number	
E-mail	
EMERGENCY CONTACT INFORMATION	
Dial 9-1-1 in an Emergency	
Non-Emergency Police/Fire	
Insurance Provider	
BE INFORMED The following natural and man-made disasters could impact our business. *	
*	
*	
EMERGENCY PLANNING TEAM The following people will participate in emergency planning an	d crisis management.
*	-
*	
*	
*	



WE PLAN TO COORDINATE WITH OTHERS

participate on our emergency planning team.	uliding management will
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*	_
*	_
*	
*	

Our CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operations	Staff in Charge	Action Plan



www.des.utah.gov SUPPLIERS AND CONTRACTORS

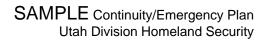
	Zip Code:
Fax:	E-Mail:
Acco	ount Number:
a disaster, we wil	ll obtain supplies/materials from the following:
	Zip Code:
Fax:	E-Mail:
	ount Number:
State:	Zip Code:
Fax:	E-Mail:
Acco	ount Number:
OR (insert address)	LOCATION
oid confusion or g	laboration with neighboring businesses and ridlock. uilding and site maps.
ked.	
uation procedures	stimes per year
ace quickly:	
	State:Acco



1.Warning System	
We will test the warning system and record results times 2. Assembly Site:	a year.
Assembly Site Manager & Alternate: a. Responsibilities Include:	
4. Shut Down Manager & Alternate:	
a. Responsibilities Include:	
5 is responsible for issuing the	e "ALL CLEAR".
SHELTER-IN-PLACE	
PLAN FOR (INSERT Address)	LOCATION
 We have talked to co-workers bout which emergency su will provide in the shelter location and which supplies inco We will practice sheltering procedures ti 	dividuals might consider
If we must take shelter quickly	
Warning System: We will test the warning system and record results	times a year.
2. Storm Shelter Location:	
3. "Seal the Room" Shelter Location:	



. Shelter Manager & Alternate: a. Responsibilities Include:
a. Responsibilities Include:
is responsible for issuing the "ALL CLEAR".
COMMUNICATIONS
Ve will communicate our emergency plans with co-workers in the following way:
n the event of a disaster we will communicate with employees in the following way:
CYBER SECURITY
o protect our computer hardware, we will:
o protect our computer software, we will:
our computers are destroyed, we will use back-up computers at the following location:
RECORDS BACK-UP
Is responsible for backing up our critical records including
ayroll and accounting systems.
Back-up records including a copy of this plan, site maps, insurance policies, bank accourtecords and computer back ups are stored onsite





If our accounting and payre following ways:	ell records are destroyed, we will provide for continuity in the
	NCY CONTACT INFORMATION co-workers and their individual emergency contact information
ANNUAL REVIEW We will review and update	this business continuity and disaster plan in